



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Colorado River Valley Field Office  
2300 River Frontage Road  
Silt, Colorado 81652



## Special Recreation Permit Application, Modification (Amendment) or Renewal Requirements for the BLM-Colorado River Valley Field Office 2016

### **New Application, Permit Modification, or Permit Renewal Requirements**

- Updated **Application Form** (Need original mailed to CRVFO with signature.)
- Updated **Operating Plan** (Need original mailed to CRVFO with signature.)
- Updated **maps**, including all staging and camping locations, and starting and ending locations.
- New signed copy of **SRP Terms, Conditions and Stipulations** (Need original mailed to CRVFO with signature.)
- If for an event or OHV activities, new signed copy of **SRP Stipulations for Competitive Events or OHV Activities** (Need original mailed to CRVFO with signature.)
- **\$100 Permit Application Fee if you do not currently have a permit; \$50 Renewal Fee for permits that have expired within last year or are about to expire; \$50 Renewal Fee for applications for amendments to current permits.**
- **A Business Plan:** A detailed business plan provides the BLM a basis to evaluate the proposal and effectively determine whether the proposal is consistent with management objectives. The BLM expects a detailed plan that addresses the following:
  - A description of the business: include the products and services that you will offer and your knowledge of the industry
  - A geographic analysis: include a discussion of the advantages and disadvantages of the location where you are proposing your business, and what your approach will be to overcome any problems posed by the location (include any privately owned or leased lands)
  - A market analysis: describe your anticipated market (age, hobbies, income, local, regional, national, international, etc.), describe the size of the current market and potential for growth in demand, and discuss your advertising strategy (how, when and where)
  - A competitive analysis: identify 3 or 4 of your competitors, discuss their strengths and weaknesses, discuss why you will be able to compete and capture a share of the supply side of the market. Evaluate and appraise if existing permittees are providing the service in the proposed area or region, not completely serving the current demand, and are going to be significantly impacted by the transferred use.
  - Benefits to public lands recreation: identify how your proposal enhances the opportunity for visitors to enjoy public lands and helps the BLM meet recreation management objectives. Establish that a “need” exists for the service and the proposed use area is suitable for the proposed activity. Purpose and need statement of why new permittee needs this new permit or permit change and how this will benefit the public.



# United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
Colorado River Valley Field Office  
2300 River Frontage Road  
Silt, Colorado 81652



## Annual Operating Authorization Requirements for the BLM-Colorado River Valley Field Office 2016

### Annual Operating Authorization Requirements

- Copy of current **Colorado River Outfitter License**, if operation involves river floating.
- Copy of current **Colorado Outfitters Registration**, if the proposed operation involves the taking of game, including fish.
- **Estimated Use Fee** (Based off of previous year's actual use if greater than \$105.00 or \$105.00 minimum use fee.)
- **Copy of current insurance certificate**, with the "United States Government, Department of the Interior, Bureau of Land Management, Colorado River Valley Field Office, 2300 River Frontage Road, Silt, CO 81652" identified as additional insured, \* **Please note minimum coverage for whitewater and hunting activities:** minimum liability coverage of **\$500,000** per occurrence, **\$1,000,000** per annual aggregate.
- **Guide/employee list** of personnel representing your business on BLM public lands.
- **Vehicle list** of vehicles/snowmobiles/ATVs to be used on BLM public lands. Must include license plate/make/model information for vehicles or registration number information for snowmobiles/ATVs.
- Copy of all **current advertising** (brochure, webpage, etc.). Please note that the following disclosure must be included: "All or part of this operation is conducted on Public Lands under special permit from the U.S. Bureau of Land Management."
- **Price list** itemized for all of the services offered on BLM public lands.
- Check latest Operating Plan. Make sure all information is still current. **If there are changes, include a letter or email listing changes.** If you do not send in anything, the BLM will assume there are no changes.
- If you are seeking a discount or a deduction and have already discussed this with the authorized officer, include letter or email requesting a discount or deduction and which discount bracket you are requesting (based on a percent of time spent on public land) or deduction for what items (travel costs, hotel costs, etc.).